



# GDOT Publications

## Policies & Procedures

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**Form Word:** DOT6170-2a - Outdoor Advertising Permit Transfer

**Section:** Permits - Maintenance

**Office/Department:** Office of Maintenance

**Reports To:** Division of Permits & Operations

**Contact:** 404-631-1000

See [below](#)

## **GDOT Outdoor Advertising Permit Transfer(s)**

We, the undersigned agree to the terms and conditions of the original GDOT permit(s) **OR** GDOT permit(s) as properly amended at the time of signing of this document:

### **Seller Information**

\_\_\_\_\_  
Print Corporate Name

\_\_\_\_\_  
Name of Seller Corporate Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email

\_\_\_\_\_  
F.E.I # or Social Security # (whichever applicable)

### **Buyer Information**

\_\_\_\_\_  
Print Corporate Name

\_\_\_\_\_  
Name of Buyer Corporate Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email

\_\_\_\_\_  
F.E.I # or Social Security # (whichever applicable)

I, \_\_\_\_\_ affirm that the attached permit(s), pages \_\_\_\_ through \_\_\_\_, has  
Print Authorized Buyer's Contact Name  
been lawfully transferred and that our lease(s), any underlying lease(s), or other ownership interest in the property(s) allow for our entry, our agent's entry, and that I have provided written notification to each property owner of the Department's right of entry onto the property for purposes of enforcement of any Georgia law, regulation, or order. I also affirm that all of the attached permit(s) and property owner information is complete, current, and accurate.

\_\_\_\_\_  
Seller's Contact Signature

\_\_\_\_\_  
Print Authorized Seller's Contact Name

Signed, sealed and delivered the \_\_\_\_\_ day  
of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date My Commission Expires

\_\_\_\_\_  
Buyer's Contact Signature

\_\_\_\_\_  
Print Authorized Buyer's Contact Name

Signed, sealed and delivered the \_\_\_\_\_ day  
of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date My Commission Expires

## Permit Transfer Instructions

Permit transfers must be typed or filled out in ink. Only completed forms will be reviewed. Incomplete forms will be returned to the applicant. Ensure that the required GDOT permit tag is affixed to each sign and visible before submitting transfer documents. Ensure that renewal payments are current before submitting transfer documents.

### Applicant / Property Owner Information

1. **Name of Seller:** Person, corporate entity, or Trust in whose name the permit is listed. The person or corporate entity name and F.E.I.# / Social Security # you provide on the form should match the name and F.E.I.# / Social Security # that GDOT has on file for the permit on the form.
2. **Name of Buyer:** Person, corporate entity, or Trust in whose name the permit will be listed. This will be the name used by GDOT for all billing notices and any correspondence from GDOT to you. The person or corporate entity name and F.E.I.# / Social Security # you provide on the transfer form should match the name and F.E.I.# / Social Security # on the copy of the W-9 Form you provide.

### Buyer's Affirmation, Signatures, and Notary

3. The Buyer affirms that the sign(s) has been lawfully transferred; they have a right of entry, and have provided written notification to each landowner of the Department's right to enter the property for enforcing any Georgia law or regulation. The Buyer also affirms that all information on the attached Permit and Property Owner Transfer Sheet(s) is complete, current, and accurate.
4. Both parties' authorized agents print and sign their names before a notary. Both sides shall be notarized.

### Permit and Property Owner Transfer Sheet

5. Provide all current property owners and permit information on the Permit and Property Owner Transfer Sheet. Incomplete Permit and Property Owner Transfer Sheets will not be accepted. The Transfer Sheet is an Excel document formatted for legal size paper.
6. **Current Number:** Provide the current GDOT permit number, county, and state route for which you are requesting to transfer.
7. **Property Owner Information:** Provide the current property owner name, current address, and current phone number. If the property owner is a corporate entity, include the Business Name and contact name.
8. **Permit Tag on Structure:** Confirm that the GDOT permit tag is on the structure and visible to travel lane with "yes" or "no". The GDOT permit tag shall be on the structure before a permit is transferred.
9. **Current Renewals and Date the Sign was Purchased by New Owner:** Confirm that renewals are current with "yes" or "no". Provide date of purchase by new owner. Renewal payments shall be current before a permit is transferred.

### Submission of Transfer Form:

10. Submit the transfer form and all required attachments to the Georgia Department of Transportation, One Georgia Center, 600 West Peachtree Street N.W, 10<sup>th</sup> Floor, Atlanta, Georgia 30308, Attn: Outdoor Advertising Office. A hardcopy and an electronic copy of the Permit Transfer Sheet are required. For instructions on sending the electronic version of the Permit Transfer Sheet, contact GDOT at 404-631-1392,

**Required Attachments:** The following attachments (if applicable) are required for a complete form.

- a. Copy of your W-9 Form from the Buyer.
- b. For corporate entities or Trusts who are the Seller or Buyer: A signed statement from a corporate officer or executor, on company letterhead, authorizing the Agent(s) to sign this transfer on their behalf.
- c. A completed Permit and Property Owner Transfer Sheet.
- d. The correct transfer fee. (fee amounts are available on the Outdoor Advertising webpage)

**Form Word: DOT6170-2a- Outdoor Advertising Permit Transfer**

**Date Last Reviewed:** [Date Last Reviewed]

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**References:**

[Click here to enter Policy references, if any.](#)

**History:**

update: 06/26/14; added to Publications: 12/31/12